

# CACFP Iowa Eligibility Applications and Annual CACFP Application Renewal Workshops

Both workshops will be offered on **Tues., July 20, 2010**

## ***Planned Workshop Locations:***

Des Moines and ICN sites: Burlington, Cedar Falls, Carroll, Clarinda, Creston, Council Bluffs, Davenport, Decorah, Dubuque, Fairfield, Fort Dodge, Iowa City, Mason City, Marshalltown, Oskaloosa, Sheldon, Sioux City, Spencer

ICN sites are subject to change. When an ICN site listed cannot be scheduled, an attempt is made to find another site within a 30 mile radius.

## **CACFP Iowa Eligibility Applications**

**8:30 a.m. – 10:30 a.m.**

**Description:** Workshop topics will include a description of the eligibility application and parent letters, definitions, and procedures to annually collect and approve applications. Time will be allotted for questions and answers.

**Who should attend:** All center directors and/or staff responsible for approving Iowa Eligibility Applications.

## **Annual CACFP Application Renewal Procedures**

**10:45 a.m. – 12:45 p.m.**

**Description:** Workshop topics will include application renewal procedures, changes to the online renewal system, how to update online or paper copy documents (management plan, budget, institution and site applications), and paper copy documents to send in. Since there are changes to the CNP 2000 online system everyone is encouraged to register, but attendance is not required. Time will be allotted for questions and answers.

**Who should attend:** All center directors and/or staff responsible for completing annual CACFP application renewal documents.

## **Registration Instructions**

Return your completed registration following the instructions below as soon as possible or at least twenty (20) days prior to the workshop. A confirmation letter including the ICN site address and directions will be mailed to you about a week prior to the workshop. An ICN site will be cancelled if no people have registered 8 days prior to the workshop. Please register using the registration form by mail, fax, or e-mail. There is no charge for this CACFP workshop. ICN site locations are subject to change; you will be notified of any changes or cancellations. Make additional copies of this page if needed. **Please print or type** the location and person(s) attending for each workshop.

CACFP Agreement Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Director's Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

<b><u>Location</u></b>	<b><u>Date</u></b>	<b><u>Workshop</u></b>	<b><u>Person(s) Attending</u></b>
_____	7/20/2010	<input type="checkbox"/> Iowa Eligibility Apps	_____ / _____
		<input type="checkbox"/> Application Renewal	_____ / _____

**NOTE:** Plan to arrive 15 minutes prior to the start of the workshop. **BRING:** A calculator, pen, pencil and notepaper.

**Register with Janelle Loney by fax, phone or e-mail or by mailing to the address on the reverse side.**

e-mail: [Janelle.Loney@iowa.gov](mailto:Janelle.Loney@iowa.gov) Phone: 515-281-5356 FAX: 515-281-6548

*Questions may be directed to Janelle Loney.*

Fold line to mail registration. Tape or staple to close flyer.

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